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**JIMMY DOVE, CITY MARSHAL**  
**CITY OF SHREVEPORT, LOUISIANA**  
**FINANCIAL STATEMENTS**  
**DECEMBER 25, 2000**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 07/03/01

**JIMMY DOVE, CITY MARSHAL**

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**INDEPENDENT AUDITOR'S REPORT**

Jimmy Dove, City Marshal  
City of Shreveport City Court  
Shreveport, Louisiana

I have audited the accompanying financial statements of Jimmy Dove, Marshal of the City of Shreveport, Louisiana ("City Marshal"), a component unit of the City of Shreveport, as of December 25, 2000, and for the year then ended. These financial statements are the responsibility of the City Marshal management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted governmental auditing standards, the financial and compliance segments of *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

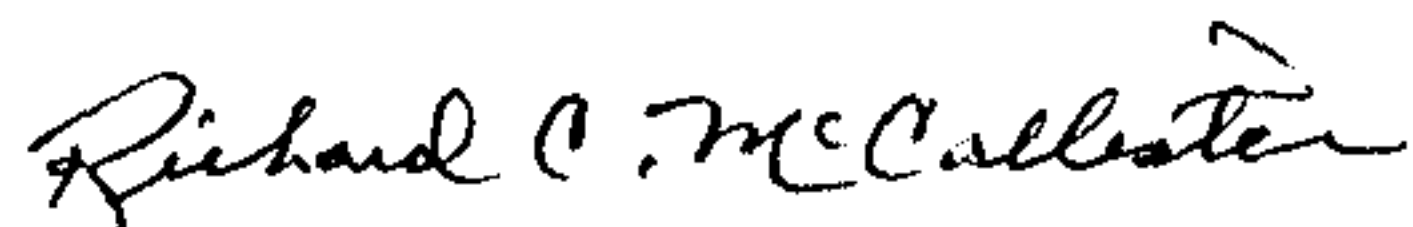
As discussed in Note 1, the financial statements present only the governmental and fiduciary funds of the City Marshal and are not intended to present fairly the financial position of the City of Shreveport, Louisiana, and the results of its operations and cash flows of its operations and cash flows of its proprietary fund types in conformity with generally accepted accounting principles.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the City Marshal as of December 25, 2000, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

The required supplemental information, as listed in the table of contents, is not a required part of the financial statements, but is supplementary information required by the Governmental Accounting Standards Board. This required supplemental information is the responsibility of the City Marshal's management. It has been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion, is fairly presented in all material respects when considered in relation to the financial statements taken as a whole.

In accordance with *Government Auditing Standards*, I have also issued my report dated June 1, 2001, on my consideration of the City Marshal, Shreveport, Louisiana's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts and grants.

The accompanying supplemental information listed in the table of contents under Supplemental Information is presented for the purposes of additional analysis and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

A handwritten signature in cursive script that reads "Richard C. McCallister".

Richard C McCallister  
June 1, 2001

**REQUIRED SUPPLEMENTAL INFORMATION**

**Jimmy Dove**  
**Shreveport City Marshal**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

Management's discussion and analysis (MD&A) is a required element of the new reporting model adopted by the Governmental Accounting Standards Board in their Statement No. 34. Its purpose is to provide an overview of the financial activities of the Marshal's office based on currently known facts, decisions or conditions.

The basic financial statements include government-wide and government fund statements. The government-wide Statement of Net Assets and Statement of Activities present information for all the activities of the Marshal's office from an economic resources measurement focus using the accrual basis of accounting. Primarily for our office the difference between these statements and Governmental Funds statements is that assets are capitalized and depreciated over their estimated useful life versus expensed in the Governmental Funds statements.

The Marshal's office at December 25, 2000 had \$1,502,526 in cash on hand and net capital assets of \$255,662 with total assets being \$1,758,208. This office is debt free other than normal trade payables.

The charge for services from fines and bond forfeitures were \$248,405 and it closely relates to the prior year. These charges are directly related to the number of citations issued by the Shreveport Police Department. An increase in the charges was budgeted for the year but it did not arise, however it did not significantly affect the operations of the office. Total expenses were \$213,102 and remain relatively constant with the prior year. Investment earnings increased over the prior year to \$72,839. Net assets increased for the year by \$108,541 to \$1,757,762.

Five additional cruisers were added during the year for use in the field for \$101,745. Due to a change in communication equipment during 2001 all of the radios will be required to be replaced at an estimated cost of \$50,000. In addition, software development in the amount of \$25,000 is expected to be completed.

Overall the office remains fiscally strong and consistently operates at a surplus.

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**COMBINED GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

**JIMMY DOVE, CITY MARSHAL**  
**STATEMENT OF NET ASSETS AND**  
**GOVERNMENTAL FUNDS BALANCE SHEET**  
**DECEMBER 25, 2000**

	<u>General Fund</u>	<u>Adjustments Note (3)</u>	<u>Statement of Net Assets</u>
<b><u>ASSETS</u></b>			
Cash and investments	1,502,546		1,502,546
Capital assets, net of accumulated depreciation	<u>                    </u>	<u>255,662</u>	<u>255,662</u>
Total assets	<u>1,502,546</u>	<u>255,662</u>	<u>1,758,208</u>
<b><u>LIABILITIES</u></b>			
Accounts payable	<u>446</u>		<u>446</u>
Total liabilities	<u>446</u>		<u>446</u>
<b><u>FUND BALANCE/NET ASSETS</u></b>			
Fund balances:			
Unreserved	<u>1,502,100</u>	<u>(1,502,100)</u>	
Total fund balances	<u>1,502,100</u>	<u>(1,502,100)</u>	
Total liabilities and fund balance	<u>1,502,546</u>		
Net assets:			
Invested in capital assets, net of related debt		255,662	255,662
Unrestricted		<u>1,502,060</u>	<u>1,502,100</u>
Total net assets		<u>1,757,722</u>	<u>1,757,762</u>

The accompanying notes are an integral part of these financial statements.



**JIMMY DOVE, CITY MARSHAL**  
**STATEMENT OF ACTIVITIES AND**  
**GOVERNMENTAL FUNDS REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES**  
**DECEMBER 25, 2000**

	<u>General Fund</u>	<u>Adjustments Note (3)</u>	<u>Statement of Activities</u>
Revenues:			
Marshal charge for services from fines and bond forfeitures	248,405		248,405
Investment earnings	72,839		72,839
Miscellaneous	399		399
Total revenues	<u>321,643</u>		<u>321,643</u>
Expenditures/expenses:			
Court services:			
Communication	14,859		14,859
Depreciation		82,209	82,209
Dues	845		845
Office expense	34,458		34,458
Personal services	1,658		1,658
Professional fees	32,927		32,927
Repairs and maintenance	8,814		8,814
Training	9,574		9,574
Uniforms	26,258		26,258
Other general government	1,500		1,500
Capital outlay	121,191	(121,191)	
Total expenditures/expenses	<u>252,084</u>	<u>(38,982)</u>	<u>213,102</u>
Excess (deficiency) of revenues over expenditures	69,559	(38,982)	
Other financing sources/uses:			
Excess of revenues over expenditures	69,559	(69,559)	
Change in net assets		108,541	108,541
Fund balances/net assets:			
Beginning of the year	1,432,541	216,680	1,649,221
End of the year	<u>1,502,100</u>	<u>255,662</u>	<u>1,757,762</u>

The accompanying notes are an integral part of these financial statements.

**JIMMY DOVE, CITY MARSHAL**  
**STATEMENT OF FIDUCIARY NET ASSETS**  
**DECEMBER 25, 2000**

	<u>Agency Funds</u>
<b><u>ASSETS</u></b>	
Cash and cash equivalents	<u>228,906</u>
Total assets	<u>228,906</u>
<b><u>LIABILITIES</u></b>	
Due to defendants – surety	<u>228,906</u>
Total liabilities	<u>228,906</u>

The accompanying notes are an integral part of these financial statements.

**JIMMY DOVE, CITY MARSHAL**  
**SHREVEPORT, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 25, 2000**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation**

The accounting and reporting policies of the City Marshal's office conform to generally accepted accounting principles (GAAP) as applicable to governments. Encumbrance accounting is not used by the City Marshal. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for the establishing governmental accounting and financial reporting principles. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:514 and to the guides set forth in the *Louisiana Governmental Audit Guide*, and to the AICPA Industry Audit Guide, *Audits of State and Local Governmental Units*.

**Financial Reporting Entity**

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the City Marshal's office includes all funds that are within the oversight responsibility of the City Marshal's office. The City Marshal's office is a component unit of the City of Shreveport, Louisiana. The City Marshal is the executive officer of the court and, in execution of his duties, he shall have the power of a Sheriff. This report includes all funds and account groups which are controlled by or dependent on the City Marshal's office. Control by or dependence on the City Marshal's Office was determined on the basis of authority of general oversight responsibility. The scope of this audit includes only these funds and does not include operational costs paid directly by the City of Shreveport on behalf of the City Marshal.

**Government –Wide Accounting:**

In accordance with Government Accounting Standards No. 34, the City Marshal has presented a Statement of Net Assets and Statement of Activities. These statements are included in the primary government's financial statements, The City of Shreveport. The City Marshal has no component units. Fiduciary funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

Policies specific to Statement of Net Assets and Statement of Activities are as follows:

**Application of FASB Statements and Interpretations**

Reporting on governmental-type activities are based on FASB Statements and interpretations issued after November 30, 1989, except where they conflict or contradict GASB pronouncements.

**Capitalizing Assets**

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the Statement of Net Assets. The Marshal's office does not own any infrastructure assets.

**Fund Accounting**

The City Marshal's Office uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. Funds of the City Marshal's office are all classified as Governmental Funds. A description of classification and all existing funds follow:

**Governmental Funds**

Governmental funds account for all or most of the City Marshal office's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term obligations.

**General Fund**

A Special Marshal's Fund is the Fund provided to City Marshal's under Louisiana Statutes Annotated - Revised Statue 13:1899 the name of and under the control of the Marshal to be used to defray the operational expenses of the Marshal's Office. The fund is to be used to account for all financial resources provided it as established by the above authority.

**Fiduciary Fund**

Agency Funds are used to account for assets held by the Marshal's office in a trustee capacity or as agent for individuals, other governments, and/or other funds. Agency fund are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by the type of financial statement presentation.

The Statement of Net Assets and Statement of Activities are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental-type activities are included in the Statement of Net Assets. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the Statement of Activities. In these statements, capital assets are reported and depreciated in the fund.

Governmental funds are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With the measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expense, and such assets are not depreciated.

**Budgets and Budgetary Accounting**

The City Marshal follows these procedures in establishing the budgetary data reflected in the financial statements:

Budgetary data for the general fund was prepared based on prior year actual operating revenues and expenditures. The general fund is maintained on the modified accrual basis and therefore no reconciliation between legally enacted basis and GAAP basis is required.

The Marshal's office performs only a custodial function in the case of agency funds and therefore a budget for these funds is not appropriate.

In the event that the City Marshal was to have encumbrances or commitments relating to executory contracts for goods or services, they would be accounted for and reported consistently.



### Cash

The Marshal's office classifies demand and time deposits as cash. The collected bank balances of the deposits under control of the Marshal's office with financial institutions was \$2,215,060 and is collateralized as follows:

Amount insured by the FDIC	411,502
Amount collateralized with securities, held by pledging financial institution's trust department in Marshal's office name ( <i>Category 2, GASB Statement No. 3</i> )	<u>4,148,339</u>
Total collateral	<u>4,559,841</u>

### Budget Practice

The budget was authorized by the Marshal and made available for public inspection at the Marshal's office on December 17, 1999. The budget was prepared in accordance with generally accepted accounting principles as applicable to governments. The budget is legally adopted and amended, as necessary, by the Marshal.

Formal budget integration is not employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget.

### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

### Capital Assets

The Marshal's capital assets are recorded at historical cost. Assets whose value is less than \$500 are charged to expense and not capitalized. Depreciation is recorded using the straight-line method over the useful lives of the assets as follows:

Buildings	30 years	Vehicles	3 years
Communication	5-15 years	Computers	5 years
Other Equipment	15 years	Weapons	5 years

### Compensated Absences

The City Marshal's office payroll is funded directly by the City of Shreveport. All policies and accruals relating to vacation and sick leave are within their control.

**Net Assets/Fund Balances**

In the Statement of Net Assets, the difference between a government's assets and liabilities is recorded as net assets. The three components of net assets is as follows:

**Invested in capital assets, net of related debt**

This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings attributable to the acquisition, construction, or improvement of capital assets.

**Restricted net assets**

Net assets that are restricted by external sources such as banks or by law are reported separately as restricted net assets. When assets are required to be retained in perpetuity, these non-expendable net assets are recorded separately from expendable net assets. These are components of restricted net assets.

**Unrestricted net assets**

This category represents net assets not appropriable for expenditures or legally segregated for a specific future use.

In the Balance Sheet of governmental funds, fund balances are segregated as follows:

**Reserved**

These resources are segregated because their use is earmarked for a specific use.

**Unreserved**

This category represents that portion of equity not appropriable for expenditures or legally separated to a specific future use.

## 2. CAPITAL ASSETS

Capital asset activity for the year ended December 25, 2000, was as follows:

	Beginning Balance	Additions	Retirements	Ending Balance
Buildings	55,422		29,257	26,165
Vehicles	235,299	101,745		337,044
Communication	15,838	8,346		24,184
Computers	69,922	1,900		71,822
Other Equipment	119,297			119,297
Weapons	4,396	9,200	1,990	11,606
Totals	<u>500,174</u>	<u>121,191</u>	<u>31,247</u>	<u>590,118</u>
Less accumulated depreciation for:				
Buildings	4,325	872		5,197
Vehicles	210,484	56,345		266,829
Communication	9,454	2,651		12,105
Computers	16,532	12,559		29,091
Other Equipment	9,738	8,188		17,926
Weapons	3,403	1,594	1,689	3,308
Totals	<u>253,936</u>	<u>82,209</u>	<u>1,689</u>	<u>334,456</u>
Net capital assets	<u>246,238</u>	<u>38,982</u>	<u>29,558</u>	<u>255,662</u>

## 3. RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE GOVERNMENT-WIDE STATEMENT OF NET ASSETS AND THAT OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET ASSETS

Total fund balance – total governmental funds 1,502,100

Amounts reported for governmental activities in the  
Statement of Net Assets are different because:

Capital assets used in governmental activities are not  
current financial resources and, therefore, are not  
reported in the Governmental Funds Balance Sheet 255,662

Total net assets of governmental activities 1,757,762



Net change in fund balance – total governmental funds	69,559
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Amounts reported for governmental activities in the  
Statement of Activities are different because:

Governmental funds report capital outlays as  
expenditures. However, in the Statement of  
Activities, the cost of those assets is allocated over  
their estimated useful lives as depreciation expense.  
This is the amount by which depreciation charged  
exceeded capital outlay in the current period.

38,982
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Change in net assets of governmental activities
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<u>108,541</u>
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**4. Net Assets Restated**

In the government-wide financial statements, capital assets previously recorded in governmental activities were recorded in accordance with GASB Statement No. 34. The depreciation that would have impacted the change in net assets in prior years was considered. The restatement resulted in \$1,649,221 in beginning net assets.

**REQUIRED SUPPLEMENTAL INFORMATION**

**JIMMY DOVE, CITY MARSHAL**  
**REQUIRED SUPPLEMENTAL INFORMATION**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**FOR THE YEAR ENDED DECEMBER 25, 2000**

	<u>Original</u>	<u>Revised</u>	<u>Actual</u>	Variance With Final Budget Positive (Negative)
Revenues:				
Marshal charge for services from fines and bond forfeitures	280,000	250,000	248,405	1,595
Investment earnings	<u>54,000</u>	<u>72,000</u>	<u>72,839</u>	<u>( 839)</u>
Total revenues	<u>334,000</u>	<u>322,000</u>	<u>321,244</u>	<u>756</u>
Expenditures/expenses:				
Court services:				
Communication	14,000	14,000	14,859	( 859)
Dues	2,000	2,000	845	1,155
Insurance	300	300		300
Office expense	25,000	35,000	34,458	542
Personal service		2,000	1,658	342
Professional fees	58,000	35,000	32,927	2,073
Repairs and maintenance	5,499	9,000	8,814	186
Training	5,000	10,000	9,574	426
Uniforms	16,500	26,500	26,258	242
Other general government		1,500	1,500	
Capital outlay	<u>155,000</u>	<u>122,000</u>	<u>121,191</u>	<u>809</u>
Total expenditures	<u>281,299</u>	<u>257,300</u>	<u>252,084</u>	<u>5,216</u>
Excess (deficiency) of revenues over expenditures	<u>52,701</u>	<u>64,700</u>	<u>69,160</u>	<u>( 4,460)</u>

## **SUPPLEMENTAL INFORMATION**

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**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

Jimmy Dove, City Marshal  
City of Shreveport City Court  
Shreveport, Louisiana

I have audited the financial statements of Jimmy Dove, Marshal of the City of Shreveport, Louisiana ("City Marshal"), a component unit of the City of Shreveport, Louisiana, as of and for the year ended December 25, 2000 and have issued my report thereon dated June 1, 2001. I have conducted my audit in accordance with generally accepted auditing standards, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller of the United States.

**Compliance**

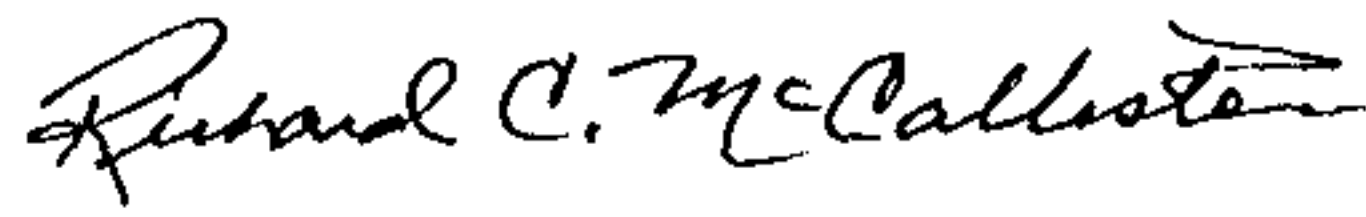
As part of obtaining reasonable assurance about whether Jimmy Dove, Marshal of the City of Shreveport, Louisiana ("City Marshal"), a component unit of the City of Shreveport, financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

**Internal Control Over Financial Reporting**

In planning and performing my audit, I considered Jimmy Dove, Marshal of the City of Shreveport, Louisiana ("City Marshal"), a component unit of the City of Shreveport, internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not

to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control structure over financial reporting and its operation that I consider to be a material weakness.

This report is intended for the information of the audit committee, management, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.



Richard C McCallister  
Shreveport, Louisiana  
June 1, 2001

**JIMMY DOVE, CITY MARSHAL**  
**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**FOR THE YEAR ENDED DECEMBER 25, 2000**

Ref. No.	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken	Planned Corrective Action/Partial Corrective Action Taken
<hr/>				
Section I – Internal control and compliance material to the financial statements.				
1	Unknown	There is little segregation of duties with respect to control over certain accounting functions.	Yes	Duties have been segregated

Section II – Management letter

None